



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, NEW ORLEANS  
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NAVCRUITDISTNOLAINST 5100.3B  
01A  
29 Jul 2013

NAVCRUITDIST NEW ORLEANS INSTRUCTION 5100.3B

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: TOBACCO USE PREVENTION AND CESSATION

Ref: (a) SECNAVINST 5100.13E  
(b) OPNAVINST 6100.2A

1. Purpose. To provide guidance in accordance with reference (a) and (b) for the establishment and implementation of a smoking prevention and cessation program aboard Navy Recruiting District (NAVCRUITDIST) New Orleans.

2. Cancellation. NAVCRUITDISTNOLAINST 5100.3A

3. Scope. This instruction is designed to protect all NAVCRUITDIST, New Orleans contractors, civilian, military personnel, Navy dependents, visitors and Officer and enlisted applicants while in NAVCRUITDIST New Orleans building and facilities.

4. Background. The health consequences of tobacco use in all its forms and exposure to environmental tobacco smoke (ETS) by non-smokers have been clearly documented. Tobacco use is considered the chief preventable cause of premature death and disease in the United States, killing more than 400,000 (19 percent of total deaths) annually. Involuntary exposure to tobacco smoke has been shown to cause lung cancer and heart disease in healthy non-smokers. Because of these finding, the Environmental Protection Agency (EPA) has classified ETS as a known human lung carcinogen or "Group A" carcinogen under U.S. EPA's carcinogen classification system. The Department of the Navy (DON) recognized the right of individuals working or visiting in DON occupied buildings to an environment reasonably free of contaminants. The DON also recognizes the right of individuals to smoke in such buildings, provided such action does not endanger life or property, cause discomfort or unreasonable annoyance to non-smokers, or infringe upon their rights.

Smokeless tobacco is not a safe alternative to smoking. Smokeless tobacco causes oral cancer and is highly addictive. It also damages gums, teeth, and oral soft tissue. Additionally, spitting into open containers, waste baskets, or on the ground presents a potential health risk to others, as saliva is a culture medium for infectious organisms.

5. Policy. This command intends to create a social environment that supports abstinence and discourages use of tobacco products, creates a healthy working environment, and provides smokers with encouragement and professional assistance to stop smoking. The objective is to establish appropriate environmental protective measures to ensure a safe, healthy, unpolluted work and public living environment. It is emphasized that tobacco use is not prohibited. This policy embodies a positive educational/awareness approach that is designed to be minimally disruptive while improving our state of readiness and ability to maintain a high state of military readiness.

a. Smoking, to include electronic cigarettes, is prohibited in any NAVCRUITDIST New Orleans building and/or facility. Appropriate non-smoking signs shall be posted at the entrance to all NAVCRUITDIST New Orleans facilities.

b. Smoking, to include electronic cigarettes, is prohibited in all government and government leased vehicles.

c. Smokeless tobacco is prohibited in conference rooms, classrooms, testing rooms, and government leased vehicles.

d. Division Officers (DIVOs), Divisional Leading Chief Petty Officers (DLCPOs) and Leading Petty Officers (LPO) shall take particular care to stop the use of smokeless tobacco due to its adverse effect on military appearance and professionalism.

e. November is smoking cessation month and additional focus shall be placed on this program during that month.

6. Social Environment. Creating a social environment that supports abstinence and discourages use of tobacco products includes the following elements:

- a. Setting a personal example by top leadership in the implementation of and adherence to this instruction.
- b. Encouraging tobacco users to stop and non-tobacco users to continue to refrain from starting.
- c. Incorporating consequences of tobacco use with education on alcohol and drug abuse.
- d. Ensuring members do not use tobacco in the presence of students, applicants, Future Sailors and officer candidates while in uniform in a duty status.
  - (1) DIVOs, DLCPOs and LPOs shall encourage their personnel not to smoke at any time, on or off duty, in the presence of students, applicants, Future Sailors and officer candidates.
  - (2) DIVOs, DLCPOs, LPOs and recruiters are to emphasize that tobacco use, in any form, forbidden at Recruit Training and the use of a tobacco product will result in disciplinary action.
- e. Establishing designated smoking areas away from recruiting station entrances.

7. Professional Assistance. The Smoking Cessation Coordinator shall, on a quarterly basis, post the locations and phone numbers of smoking cessation clinics within NAVCRUITDIST New Orleans. This can be done through the Plan of the Month, a newsletter or an e-mail.

8. Action. All NAVCRUITDIST New Orleans personnel shall familiarize themselves with the contents of this instruction. Supervisory personnel are directed to ensure strict compliance.

/s/  
G. R. SHARP

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